



DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

Building Superintendent 3

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: STATE EMPLOYEES and THE PUBLIC ([please see Eligibility Requirement Below](#))

Location: Connecticut Valley Hospital ~ Administrative & Support Services – Cotter Building ~ Middletown, CT

Job Posting No: CV~27385

Hours: 1st shift ~ 8:00 a.m. to 4:00 p.m. ~ Monday through Friday ~ 37.50 hours weekly

Salary Range: \$62,345.00 - \$81,476.00 Annually **Closing Date:** September 22, 2016

The Building Superintendent 3 duties include but not limited to Schedules, assigns, oversees and reviews the work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans building maintenance work; establishes and maintains building maintenance procedures; develops or makes recommendations on the development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; oversees building operations, including heating, elevators, moving of furniture and equipment, and relocation of offices; makes regular and special inspections to locate problem areas, flaws, defects, etc.; may receive requests for or initiate repairs, replacements and improvements, consulting with superior when these are of a major nature; receives and resolves complaints pertaining to matters within jurisdiction; maintains adequate supplies and recommends purchase of needed equipment; responds to emergencies on twenty-four hour basis; inspects the various buildings to locate problems and recommends solutions to supervisor; may maintain stores supply system; may conduct new product and equipment testing; performs related duties as required.

Eligibility Requirements: Candidates must have applied for and passed the **BUILDING SUPERINTENDENT 3** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Special Requirement:

1. Incumbents in this class may be required by the appointing authority may require to possess and retain appropriate current licenses, permits and/or certifications.

Physical Requirement:

1. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties.
2. A physical examination may be required.

Working Conditions: Incumbents may be required to lift; may be exposed to some risk of injury from equipment.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

To be considered for this position:

1. **DMHAS employees who are lateral transfer, promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
2. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

EMAIL: CVH-RECRUIT@CT.GOV

FAX: (860) 262-5055

**Connecticut Valley Hospital
Office of Human Resources ~ ATTN: Recruitment
P.O. Box 351 ~ Middletown, CT 06457**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. NP-2